



## Office of the Chief of Police

100 COMMONS WAY BRIDGEWATER, NEW JERSEY 08807-2801

## ***Bridgewater Police Department***

**Alfred Nicaretta**  
**Chief of Police**

Phone: (908) 722-4111  
Fax: (908) 722-2402

MuckRock News  
DEPT MR 65922  
411A Highland Ave  
Somerville, MA 02144-2516

January 2, 2019

To Whom it may Concern:

Subject: Bridgewater Police Department, Bridgewater, New Jersey OPRA Request:

**Policies related to the adoption of ALPR technology, including those guiding the procurement process or necessary administrative obligations before acquisition.**

Please see following attachments:

- 1) The names of agencies and organizations with which the Agency shares ALPR data;  
-This agency does not share data with anyone. ALPR data is stored at Somerset County Communications on their server. No responsive record exists.
- 2) The names of agencies and organizations from which the Agency receives ALPR data;  
- This agency does not receive data from anyone. ALPR data is stored at Somerset County Communications on their server. No responsive record exists.
- 3) The names of agencies and organizations with which the Agency shares "hot list" information;  
- This agency does not share hot list info with anyone. ALPR data "hot list" is stored at Somerset County Communications on their server. No responsive record exists.
- 4) The names of agencies and organizations from which the Agency receives "hot list" information;  
- This agency does not receive hot list info with anyone. ALPR data (hot list) is stored at Somerset County Communications on their server. No responsive record exists.

We further request the following records

3/31

P.O. # 1000731



## THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807  
908/725-6300 / FAX # 908/707-1235  
TDD 908/725-6300 / 908/722-4111

April 2, 2010

TO: William Conniff, HR/QPA  
FROM: Linda J. Doyle, Township Clerk  
RE: Award of State Contracts for Two Police Mobile License Plate Readers  
under the United States Senators Grant in the amount of \$34,800.

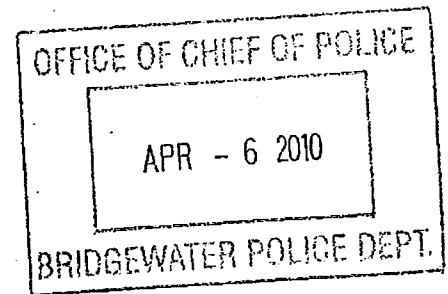
Attached are certified copies of the resolution adopted by the Township Council on April 1, 2010, authorizing the award of State Contract No. A-69834 to Gold Type Business Machines to purchase these systems.

ljd  
Attachments

Small HR/QPA

cc: Chief Borden

Copies of the resolution adopted by the



## RESOLUTION

**AWARD OF STATE CONTRACT FOR TWO POLICE MOBILE LICENSE PLATE READERS UNDER THE UNITED STATES SENATORS GRANT IN THE AMOUNT OF \$34,800 (\$16,125 FOR EACH SYSTEM AND \$1,275 FOR EACH INSTALLATION)**

**WHEREAS**, the Township of Bridgewater wishes to purchase two Elsag Hunter 900 mobile license plate readers from the authorized State Contract Vendor under the New Jersey Cooperative Purchasing Program authorized by the Local Public Contracts Law, N.J.S.A. 40A:11-12; and

**WHEREAS**, Gold Type Business Machines, 351 Paterson Avenue, East Rutherford, New Jersey 07073 has been awarded State Contract Number A-69834 for these systems; and

**WHEREAS**, the Chief of Police, Richard Borden and the Qualified Purchasing Agent, William Conniff recommend the utilization of this contract; and

**WHEREAS**, the cost of each system is \$16,125 and the cost of installation for each is \$1,275 with a grand total of \$34,800, which will be paid under the United States Senators Grant; and

**WHEREAS**, the Chief Finance Officer has certified the availability of funds for this purchase.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Bridgewater Gold Type Business Machines be awarded the contract for the aforementioned systems, and

**FURTHER RESOLVED**, that the Qualified Purchasing Agent issue the appropriate purchase order to the vendor in the amount listed above.

Introduced	Seconded	Council	Aye	Nay	Abstain	Absent
		Hayes	✓			
	✓	Kurdyla	✓			✓
		Norgalis				
✓		Rose	✓			
		Moench	✓			

Adopted: April 1, 2010

I, Linda J. Doyle, RMC, Municipal Clerk of the Township of Bridgewater, County of Somerset, do hereby certify this to be a true copy of a resolution adopted by the Township Council on 4/1/10

Linda J. Doyle, RMC, Municipal Clerk

The aggregate number of “detections” (i.e. license plate scans and associated data) collected during 2016.

- Bridgewater Police Department does not maintain records or data for ALPR. No responsive record exists.

The aggregate number of detections collected during 2017.

- Bridgewater Police Department does not maintain records or data for ALPR. No responsive record exists.

The aggregate number of detections collected during 2018.

- Bridgewater Police Department does not maintain records or data for ALPR. No responsive record exists.

The aggregate number of “hits” (i.e. times that a plate on a hotlist was detected) during 2016.

- Bridgewater Police Department does not maintain records or data for ALPR. No responsive record exists.

The aggregate number of “hits” during 2017.

- Bridgewater Police Department does not maintain records or data for ALPR. No responsive record exists.

The aggregate number of “hits” during 2018.

- Bridgewater Police Department does not maintain records or data for ALPR. No responsive record exists.

**Training policies, requirements, and materials for automatic license plate reader system operators.**

**4. Trained Operators and Analysts**

a. A sworn officer or civilian employee of the Prosecutor’s Office, Sheriff’s Office or any municipal police department in Somerset County, and authorized employees of the Somerset County Communications Center (analyst only) may operate an ALPR or access or use certain ALPR stored data (limited to Post-Scan BOLO Query) only if the person has been designated as an authorized user by the chief of the department, or by the Attorney General or designee or the Somerset County Prosecutor or designee, and has received training from the department on the proper use and operation of ALPRs, the requirements of Attorney

General Law Enforcement Directive 2010-5, and this policy, and any policies and procedures governing the use of ALPRs and ALPR data issued by the department pursuant to Attorney General Directive 2010-5 and Section VII of this policy. A form entitled, "Designated ALPR Users," which is included with this policy as Attachment B, will be filled out by the department trainers/analysts listing all authorized users and forwarded to the Somerset County Prosecutor's Office trainers/analysts. The Somerset County Prosecutor's Office trainers/analysts positions are listed below in section V,A,4,c.

b. Each Chief from the Prosecutor's Office, Sheriff's Office, and all municipal police department chiefs or directors that possess or uses one or more ALPR(s) shall designate one or two members from their agency who will receive instruction as trainers for their agency. These members will be responsible for training the members of their agency that the Chief or director has designated/authorized to use the ALPR equipment and to assist their members in conducting Post-Scan BOLO Queries. All requests for Crime Scene Queries and Crime Trend Analysis by a department will be approved and forwarded by the agency trainer/analyst to the designated Somerset County Prosecutor's Office trainers/analysts for approval. Only Somerset County Prosecutor's Office trainers/analysts, or the County Communications authorized analysts with permission from a Somerset County Prosecutor's Office trainer/analyst will conduct these queries. A form entitled, "Designated ALPR Trainers & Data Analysts," which is included with this policy as Attachment C, will be filled out by the chief / director, or their designee, listing all authorized department trainers/analysts and will forward this list to the Somerset County Prosecutor's Office trainers/analysts. The Somerset County Prosecutor's Office trainers/analysts positions are listed below in section V,A,4,c.

**Databases used to compare data obtained by the automatic license plate reader system.**

- This agency does not use any databases to compare data with anyone. ALPR data is stored at Somerset County Communications on their server. No responsive record exists.

**Policies related to the retention and security of captured ALPR data, including those regarding:**

- **the length of time after capture that data may be preserved**
- **exceptions to general data preservation policies**
- **internal data security and access**
- **data destruction**

**E. Security of Stored ALPR Data**

1. Physical Security and Limited Access

All ALPR stored data shall be kept in a secure data storage system with access restricted to authorized persons. Access to this stored data shall be limited to the purposes described in Section V,G of this Policy.

## 2. Differentiation of Stored Positive Alert Data From Non-Alert Data

Stored ALPR data shall be maintained electronically in such a manner as to distinguish alert data from non-alert data so as to ensure that access to and use of non-alert data and any disclosure of personal identifying information resulting from the analysis of non-alert data occurs only as may be authorized pursuant to Section V,G,2 of this policy. Positive alert data may, as appropriate, be transferred to the appropriate active investigation file, see also Section V,G,1, *infra*, and may as appropriate be placed into evidence in accordance with the department's evidence or records management procedures.

## F. RETENTION PERIOD AND PURGING OF STORED DATA

Each law enforcement agency shall, pursuant to the provisions of Section VII of this policy, establish and enforce procedures for the retention and purging of stored ALPR data in accordance with this Section. ALPR stored data shall be retained for a period of five years, after which, the data shall be purged from the agency's data storage device or system. A law enforcement agency may purge ALPR data before the expiration of the five-year retention period only if the data has been transferred to the State Police Regional Operations Intelligence Center (R.O.I.C.) or any other system that aggregates and stores data collected by two or more law enforcement agencies in accordance with the provisions of this Policy. Any ALPR data transferred to another agency shall indicate the date on which the data had been collected by the ALPR so that the receiving agency may comply with the five-year retention and purging schedule established in this Section. See also Section H, *infra*.

### **Policies related to the sharing of captured ALPR data by this agency with other agencies, including those directing:**

- the manner in which another agency may request data**
- the circumstances under which captured data may be shared, and**
- the responsibilities of the recipient agency in regards to data retention and use.**
- access by this agency to data obtained by automatic license plate reader systems not operated by the law enforcement agency.**

## SHARED LAW ENFORCEMENT ACCESS TO STORED ALPR DATA

### 1. Authorization to Share and Aggregate Data

Only Somerset County Prosecutor's Office trained analysts or County Communications authorized personnel after receiving permission from a Somerset County Prosecutor's Office trained analyst are authorized to share stored ALPR data with other law enforcement agencies. Any ALPR data that may, in conformance with this Policy, be accessed and used by the law enforcement agency that collected the data may be shared with and provided to any other law enforcement agency. Stored ALPR data may be combined with ALPR data collected by two or more law enforcement agencies (*e.g.*, collection of stored data by the State Police Regional Operations Intelligence Center), provided that such aggregated data shall only be retained, accessed, and used in accordance with the provisions of this Policy.

#### Record of Shared Access and Responsibilities of the Receiving Agency

When ALPR data is made accessible to or otherwise shared with or transferred to another law enforcement agency, the agency that collected the ALPR data shall document the identity of the other agency and the specific officer(s) or civilian employee(s) of that agency who were provided the information. When the transfer of stored ALPR data is done periodically as part of a system for aggregating data collected by two or more law enforcement agencies (*e.g.*, the scheduled and routine transmittal of data to the State Police Regional Operations Intelligence Center), each agency contributing data to the combined database shall maintain a record of the data transfer, which may be an automated record, and shall have and keep on file a memorandum of understanding or agreement or other memorialization of the arrangement for maintaining and populating a database comprised of stored ALPR data collected by multiple law enforcement agencies. Any agency provided with access to or use of the ALPR data collected by another agency shall comply with all applicable provisions of this policy concerning stored ALPR data and disclosure of personal identifying information.

See attachment E, "Access To Stored ALPR Data Record" form

#### **Please also provide the number of requests made by outside agencies, if applicable.**

- This agency does not receive requests from outside agencies. ALPR data is stored at Somerset County Communications on their server. No responsive record exists.

#### **. Policies related to the sale of data or the sharing of data with non-law enforcement actors. - If applicable, please provide all agreements between this agency and non-law enforcement actors.**

I. RELEASE OF ALPR DATA TO NON-LAW ENFORCEMENT PERSONS OR AGENCIES  
Stored ALPR data shall be treated as "criminal investigatory records" within the meaning of N.J.S.A. 47:1A-1 *et seq.*, and shall not be shared with or provided to any person, entity, or government agency, other than a law enforcement agency, unless such disclosure is authorized by a subpoena or court order, or unless such disclosure is required by the Rules of Court governing discovery in criminal matters. Any agency receiving a subpoena or court order for the

disclosure of ALPR data shall, before complying with the subpoena or court order, provide notice to the Somerset County Prosecutor, or to the Division of Criminal Justice in the case of any state-level law enforcement agency.

- N/A

**Policies regarding oversight of automatic license plate reader system use.**

- No responsive record exists.

**Audit Reports**

A. ALPR Program Audits

All ALPR records documenting the use of an ALPR, or access to or use of ALPR stored data, whether kept manually or by means of an automated record-keeping system, shall be subject to review and audit by the Somerset County Prosecutor, or by the Attorney General or his or her designee.

**Policies related to maintenance and calibration.**

- No responsive record exists.

**Please also provide maintenance and calibration schedules and records for the system on file.**

- No responsive record exists.

**Any other policies or reports on subjects related to automatic license plate reader system use by the agency**

- No responsive record exists.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alfred Nicaretta', written in a cursive style.

Alfred Nicaretta  
Chief of Police



# MUST RESPOND BY- JANUARY 7, 2019

DATE: December 26, 2018  
FROM: Linda J. Doyle, Township Clerk

**COPY**

REQUEST **Dave Mass**  
(Please see attached OPRA Request for the requestor's contact information)

TO: Victor Palumbo, Police Records      OPRA      Please Initial to  
#18-1080      Confirm Receipt  
\_\_\_\_\_

If these records cannot be made available within seven (7) business days, please notify the requestor as to when they will be available. If these records are available, please provide the requestor with requested information as soon as possible, but no later than seven (7) business days.

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PLEASE COMPLETE FORM BELOW AND RETURN TO THE MUNICIPAL CLERK

DEPARTMENT \_\_\_\_\_ OPRA # \_\_\_\_\_

The records requested were provided on \_\_\_\_\_ Method of Delivery: \_\_\_\_\_

Fee paid for copies of the records were paid on \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Date \_\_\_\_\_ Name \_\_\_\_\_

**Additional Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Date \_\_\_\_\_

Name \_\_\_\_\_

**Additional Comments:**

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